

# Wisconsin Department of Regulation & Licensing

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## **NURSING HOME ADMINISTRATOR EXAMINING BOARD** **EXAMINATION APPLICATION INSTRUCTION PACKET**

### **I. FILING ELIGIBILITY APPLICATION WITH DEPARTMENT OF REGULATION AND LICENSING**

Applicants for the Wisconsin Nursing Home Administrator's examination need to file two separate applications and fees. One application for the Department of Regulation and Licensing (Form #683) and the other for the Professional Examination Service (PES). Applicants may apply online with PES at [www.proexam.org/nab](http://www.proexam.org/nab)

The cost to apply online is \$285 for the NAB exam and \$155 for the State Laws exam. Applicants are being encouraged by the NAB to apply online for the examination.

For applicants without access to a computer or an e-mail account, a paper-based application form may be submitted to Professional Examination Service. There is an additional of \$75.00 fee charged by PES for submitting a paper-based application. Please contact our office to request this form.

Applicants are also required to file a **separate** eligibility application with the Department of Regulation and Licensing along with the fee of \$121.00 if applying as an initial applicant or \$188.00 if applying as a reciprocal applicant.

All NEW (first time applying in Wisconsin) applicants must submit the following to the Department of Regulation and Licensing to determine eligibility to sit for the examination:

1. Request To Apply For Examination (Form #1573).
2. Fee (See Item #IV in this packet).
3. Official transcripts of coursework or certificates of completion for education.
4. Request For CIB Information (Form #2375).
5. Verification of Licensure (Form #419) for reciprocal applicants only.

Completed eligibility application materials must be mailed to the Department at the address listed above. Eligibility application hand-delivered or mailed by special courier must be delivered to the Department's street address: 1400 East Washington Avenue, Room 175 Madison, WI 53703.

### **II. EDUCATION**

#### **A. DEFINITIONS**

Section NHA 2.02, Wis. Admin. Code, requires completion of one of the following academic programs:

- 1) "Program of study" means a prescribed sequence of courses offered by a university or college, accredited by a regional or national accrediting agency recognized by the U.S. department of education, which consists of at least one course of 3 credit hours in each of the following:
  - (a) Laws governing the operation of licensed nursing homes;
  - (b) Elements of proper and effective administration of licensed nursing homes;
  - (c) Protection of the interests, safety and well-being of residents; and
  - (d) Psychological, physical, medical and social needs of residents.
- 2) "Regular course of study" means a prescribed program of courses offered by a university or college, accredited by a regional or national accrediting agency recognized by the U.S. department of education, which leads to an associate, baccalaureate, master or doctoral degree and which includes a program of study and a supervised clinical practicum.

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- 3) “Specialized courses” means individual courses offered by one or more educational institutions or course providers which lead to adequate preparation in each of the following general subject areas in nursing home administration:

- (a) Administration of a nursing home.
- (b) Long-term patient care.
- (c) Organizations of health-care systems

## B. APPROVED COURSES

Section NHA 3.01, Wis. Admin. Code, requires all regular courses of study, programs of study and specialized courses be approved by the board. Courses are approved only on the basis that they meet the requirement as specified in sec. 456.04(4), Wis. Stats. It is not within the authority, nor is it the intent, of the board to either endorse or recommend any educational program as adequate preparation for the examination or for the general practice of nursing home administration. Courses and programs other than those listed in this packet will be considered on the basis of information submitted by the applicant. This information should include course or program content and description as provided by the school or educational agency.

- 1) **Regular Course of Study:** The following courses have been approved by the Board:

Concordia University-Wisconsin, Bachelor of Arts Degree in Health Care Administration, 12800 N. Lake Shore Drive, Mequon, WI 53092-7699, (414) 243-5700.

St. Joseph's College, Long-Term Care Administration, P.O. Box 1198, North Windham, ME 04062-1198, (800) 343-5498.

Southern College of Seventh-Day Adventists, Bachelor of Science Degree in Long Term Health Care Administration, P.O. Box 370, Collegedale, TN 37315-0370, (615) 238-2754.

Southwest Texas State University, Bachelor of Science in Health Professions, Major: Long Term Health Care Administration, San Marcos, TX 78666, (512) 245-3556.

Suny Institute of Technology, Bachelor of Professional Studies and Bachelor of Science in Health Service Management, Nursing Home Administration Track, P.O. Box 3050, Utica, NY 13504-3050, (315) 792-7429.

University of Wisconsin-Eau Claire, NHA Baccalaureate Program, Eau Claire, WI 54701, (715) 836-2628.

University of Minnesota, LTC Program, Center for LTC Administration Education, C309 Mayo Memorial Bldg., Box 907, 420 Delaware St., S.E., Minneapolis, MN 55455, (612) 624-5159.

University of Scranton, Health Administration, Concentration in Long-Term Care Administration, Department of Human Resources, Scranton, PA 18510-4597, (717) 941-4350.

Viterbo College, Bachelor of Business Administration with Specialization in Health Care Administration, 815 South 9th Street, La Crosse, WI 54601.

Xavier University, Graduate Program in Hospital and health Administration declaring 9 hours of concentration in Gerontology, 3800 Victory Pkwy., Cincinnati, OH 45207, (513) 745-3392.

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## 2) **Specialized Courses:** The following courses have been approved by the Board:

University of Wisconsin-Eau Claire, Health & Aging Services Administration (HASA) Certificate, Eau Claire, WI 54701, (715) 836-2628.

University of Wisconsin-Madison Extension, NHA Cassette Series, Health and Human Issues, 610 Langdon St., #326, Madison, WI 53703, (608) 263-2088.

Ohio State University, NHA Core of Knowledge Course, College of Business, Executive Education, 941 Chatham Lane., Columbus, OH 43221, (614) 442-1316.

St. Mary's College, MA in Human & Health Services Administration, Minneapolis Graduate Center, 2510 Park Ave., S, Minneapolis, MN 55404, (612) 874-9877.

St. Joseph's College, General Health Care Administration, P.O. Box 1198, North Windham, ME 04062-1198, (800) 343-5498. **Candidates completing this program are also required to complete an additional course in long-term patient care.**

University of North Carolina, Long Term Care Administration LTCE #201 and LTCE #202, 706 Greenwood Rd., Chapel Hill, NC 27514, (919) 929-4454.

## 3) **Program of Study:** The following program has been approved by the Board:

Ottawa University-Milwaukee, 300 N. Corporate Drive # 110, Brookfield WI 53045, (262) 879-0200.

To satisfy the educational requirement under a Program of Study, a student must complete all of the following courses:

- a. OAD 46364 Comprehensive Long-Term Health Care (4 credits)
- b. HUS 30154 Issues in Gerontology (4 credits)
- c. OAD 46164 Long-Term Care Policy and Regulation (4 credits)
- d. OAD 37064 Long-Term Care Administration (4 credits)

## **III. EXAMINATION**

The NAB and the Wisconsin state law examinations will be administered by the Professional Examination Service (PES). The examinations will be taken on a computer through a Prometric Technology Center located in each state on a weekly basis. To take the computer-based examination, no prior knowledge of computers is needed. Before the examination begins, a simple introductory lesson explains the process of selecting answers and moving around in the examination. Applicants are given 3 hours to take the NAB exam and 1 hour 40 minutes to take the State Law exam.

The nursing home administrator's licensure examination is a two-part examination. The first part is the national examination prepared by the National Association of Boards of Examiners for Nursing Home Administration (NAB). The second part is the Wisconsin state law examination. Applicants for initial licensure must successfully complete both parts of the examination. Reciprocal applicants who have successfully completed the NAB examination in another state are only required to take the Wisconsin state law examination. The passing score on the state laws exam is 75 and 113 on the NAB exam.

The content of the national examination can be accessed at either [www.nabweb.org](http://www.nabweb.org) or at [www.proexam.org/nab](http://www.proexam.org/nab). The content for the state law examination is listed on the next page.

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**STATE LAW EXAMINATION** is prepared by the State of Wisconsin and consists of 100 questions. A minimum score of 75 is required to pass. Applicants will be given 1 hour and 40 minutes to take the examination. The state rules examination will be based on the following:

Subject Area	Number of Questions + % of Exam
<u>HFS 129, Wis. Admin. Code:</u>	
1) Certification of Programs for Training & Testing Nurse Assistants, Home Health Aides & Hospice Aides	3
<u>HFS 132, Wis. Admin. Code:</u>	
1) General (Subchapter I)	8
2) Enforcement (Subchapter II)	2
3) Resident's Rights & Protections (Subchapter III)	10
4) Management (Subchapter IV)	13
5) Admissions, Retentions & Removals (Subchapter V)	10
6) Services (Subchapter VI)	27
7) Physical Environment (Subchapter VII)	3
8) Life Safety, Design & Construction (Subchapter VIII)	9
<u>HFS 50, Stats.:</u>	
1) Licensing Powers and Duties (sec. 50.03)	1
2) Special Provisions Applying to Licensing and Regulation of Nursing Homes (sec. 50.04)	6
3) Placement of Monitor and Appointment of Receiver (sec. 50.05)	2
4) Prohibited Acts (sec. 50.07)	1
5) Rights of Residents in Certain Facilities (sec. 50.09)	1
<u>NHA - Wis. Admin. Codes:</u>	
1) Educational Programs, Meeting Licensing & Continuing Educational Requirements (NHA 3)	1
2) Standards of Conduct (NHA 5)	1
<u>RL - Wis. Admin. Codes:</u>	
1) Impaired Professional Procedures (RL 7)	2

## **PUBLICATION REQUEST:**

A copy of the Wisconsin Statutes and Administrative Code relating to the Nursing Home Administrators Examining Board is available on the department's web site at [www.drl.state.wi.us/publications](http://www.drl.state.wi.us/publications) or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a code book may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7263 or (608) 265-9419 or by email at [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us). Information contained in the statutes and administrative code is included on the state laws examination.

## **IV. FEES**

Applicants taking the Nursing Home Administrator's exam are required to pay both the Department of Regulation and Licensing and NAB. The NAB fee will be paid directly to them via credit card when applying online at [www.proexam.org/nab](http://www.proexam.org/nab). Listed below are the amounts due depending on the different exams being taken.

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EXAM ELIGIBILITY	AMOUNT PAYABLE TO THE DEPARTMENT OF REGULATION AND LICENSING	AMOUNT PAYABLE TO NAB By Credit Card
New Applicants (taking both the national and state exams)	\$121.00 Total Fee (\$53 initial credential fee; \$62 exam administration fee; \$6 CIB background check)	\$440.00 Total (\$285 national exam; \$155 state exam)
Reciprocity Applicants (taking the state exam only)	\$188.00 Total Fee (\$120 reciprocity fee; \$62 exam administration fee; \$6 CIB background check)	\$155.00 (state exam)
<b>RETAKE EXAM APPLICANTS</b>		
Retaking State Rules Exam only	\$62.00 (exam administration fee)	\$155.00
Retaking NAB Exam only	\$15.00 (exam administration fee)	\$285.00
Retaking Both the State Rules Exam and the NAB Exam	\$62.00 (exam administration fee)	\$440.00

## **V. REFUND/POSTPONEMENT POLICY**

The refund and postponement policy for examination candidates is covered in sec. RL 4.06, Wis. Admin. Code.

### **RL 4.06 Refunds**

- (1) A refund of all but \$10 of the applicant's examination fee and initial credential fee submitted to the department shall be granted if any of the following occurs:
  - (a) An applicant is found to be unqualified for an examination administered by the authority;
  - (b) An applicant is found to be unqualified for a credential for which no examination is required;
  - (c) An applicant withdraws an application by written notice to the authority at least 10 days in advance of any scheduled examination; or
  - (d) An applicant who fails to take an examination administered by the authority either provides written notice at least 10 days in advance that the applicant is unable to take the examination, or if written notice was not provided, submits a written explanation satisfactory to the authority that the applicant's failure to take the examination resulted from extreme personal hardship.
- (2) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.
- (3) An applicant who misses an examination as a result of being called to active military duty shall receive a full refund. The applicant requesting the refund must supply a copy of the call up orders or a letter from the commanding officer attesting to the call up.
- (4) Applicants who pay fees to service providers other than the department are subject to the refund policy established by the service provider.

## **VI. REQUIREMENTS FOR LICENSURE BY RECIPROCITY**

The board at its discretion and otherwise subject to laws pertaining to licensure of nursing home administrators may grant a license as a nursing home administrator to an applicant who holds a current license issued by the proper authorities in any other jurisdiction, which has not been revoked or suspended, upon payment of the fee and submission of evidence satisfactory to the board that the applicant has satisfied all of the following:

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1. Has a bachelor's degree in any field that was obtained from an accredited college or university or holds a current certification as a nursing home administrator granted by the American College of Health Care Administrators;
2. Has practiced as a nursing home administrator for at least 2,000 hours in any consecutive 3-year period within the 5-year period immediately preceding the date of application for licensure;
3. Has passed the Wisconsin state law examination required for licensure; and
4. Does not have an arrest or conviction record, subject to ss.111.321; 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the board with all related information necessary for the board to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of nursing home administration.

Verification of current licensure (Form #419) must be completed by each state licensing board or agency in which you hold a credential (license). A photocopy of the credential (license) is not acceptable.

An official transcript must be submitted with your application to verify your bachelor's degree in any field. If you have not received a bachelor's degree, you will then need to submit a current certification as a nursing home administrator granted by the American College of Health Care Administrators. They can be contacted at 325 South Patrick Street, Alexandria, VA 22314

Along with your examination materials, you must submit evidence of having practiced as a nursing home administrator for at least 2,000 hours in any consecutive 3-year period within the 5-year period immediately preceding the date of application. Please complete the enclosed Reciprocity Experience Record (Form #2470).

The Nursing Home Administrator license expires on June 30 of the even numbered year.

## **VII. ADDITIONAL REQUIREMENTS FOR OBTAINING A NURSING HOME ADMINISTRATOR CREDENTIAL BY EXAMINATION**

**NOTE:** This section applies only to initial licensure applicants, not to reciprocity applicants.

In addition to successful completion of the examination, sec. NHA 4.01(1), Wis. Admin. Code, requires an applicant to meet certain experience requirements to obtain a nursing home administrator credential. You will be provided with the APPLICATION FOR LICENSURE (Form #418) and VERIFICATION OF EXPERIENCE IN THE FIELD OF INSTITUTIONAL ADMINISTRATION (Form #71). You will be required to complete the forms and return to our office for processing.

An applicant for the examination is not required to have completed the experience requirement prior to taking the examinations. Upon passing the required examinations, an applicant must complete the following experience requirement according to the type of education completed:

Regular Course of Study: A successful completion of a supervised clinical practicum, which means work experience acquired in a nursing home in conjunction with the approved program (refer to the definition found in sec. NHA 1.02(9), Wis. Admin. Code).

Program of Study: Successful completion of one year of experience in the field of institutional administration as defined in sec. NHA 1.02(1), Wis. Admin. Code.

Specialized Course: Successful completion of one year of experience in the field of institutional administration as defined in sec. NHA 1.02(1), Wis. Admin. Code.

THE EXPERIENCE IS NOT REQUIRED TO BE COMPLETED PRIOR TO TAKING THE EXAMINATION. Experience in the field of institutional administration is defined in sec. NHA 1.02(1), Wis. Admin. Code.

The Nursing Home Administrator license expires on June 30 of the even numbered year.